



**Vacancy Announcement
U.S. Embassy
Algiers, Algeria**

Vacancy Announcement
03-2012

OPEN TO: All Interested Candidates
POSITION: Financial Administrative Clerk, FSN-06*; FP-08** (Please refer the position title or VA number in your application to be considered)
OPENING DATE: January 29, 2012
CLOSING DATE: Open Until Filled
WORK HOURS: Full-time; 40 hours/week
COMPENSATION: DZD 727,648* (Grade 06)

*This represents the total annual compensation including salary, bonus and benefits.

**Not-Ordinarily Resident (NOR); Salary to be confirmed by Washington.

NOTE: NON-ALGERIAN RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Algeria is seeking an individual for the position of Financial Administrative Clerk in the Financial Management Office.

BASIC FUNCTION OF POSITION

Assist the Financial Management Officer and staff with a full range of administrative support duties, including voucher tracking sheet, management of files and archives, transmitting vouchers to the Post Support Unit and other duties as assigned.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- 1. Required Education:** Completion of High School is required.
- 2. Prior Work Experience:** Three years Administrative and/or Financial work experience is required.
- 3. Language Proficiency:** Level III English, French and Arabic is required.
- 4. Other criteria:** Significant knowledge and experience with Microsoft Office software is required, particularly Microsoft Excel and Outlook.
- 5. Other Skills and Abilities:** Strong attention to detail. Judgment, organizational and

interpersonal skills required to independently create and vet filing system for use by team.
Ability to deal tactfully and politely with all levels of employees. Grace under pressure.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest and budgetary restrictions in determining successful candidacy.
2. Current employees serving a probationary period (6 months or 1 year) are NOT eligible to apply.
3. EFMs that currently hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

SELECTION PROCESS

Eligible Family Members and U.S. Veterans will be given preference when considered equally qualified for Embassy Vacancy Announcements. Therefore it is essential that the candidates address the required qualifications as specified in the application.

TO APPLY

Interested applicants for this position must submit (1) and (2) below:

1. Preliminary Documentation
 - Current Resume. A current resume or curriculum vitae that provide the same information as a DS-174.
 - Letter of Interest. You must attach to the letter:
 - References: Be ready to provide contact information (i.e. name, address, phone number, email address) for three (3) current and/or previous supervisors should you be chosen for an interview.
 - Indication as to whether you are currently employed with the embassy; and whether you have a relative currently working within the Mission. If so, provide their contact information (i.e. name, address, phone number, email address).
2. Proof of education.
 - Copies of relevant diplomas or degrees (as required) by the position.
 - Any other documentation that addresses the qualification requirements of the position as listed above. Applicants should make sure to send copies of their documents and not originals as we cannot ensure return of originals.

Interested applicants may choose to submit the below application form with the package detailed in (1) and (2). Alternatively they can wait to do so until required in the hiring process. Unsuccessful applicants will not receive an invitation to attend the interview.

3. Employment Application Form.
 - All prospective employees must complete an Embassy application form (usually the Application for Employment DS-174, available at the HR Website).
 - Can be submitted if selected for an interview.

CLOSING DATE FOR THIS POSITION: Open Until Filled

ALL APPLICATIONS MUST BE SUBMITTED IN ENGLISH OR THE APPLICATION WILL NOT BE CONSIDERED.

The US Mission in Algeria provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

Point Of Contact:

Submit Application to: **Human Resources Office**

Attention: Financial Administrative Clerk, Vacancy Announcement #03-2012

Point of Contact: Human Resources Office

For quickest reception fax to: 021-60-73-35

Post to: BP 408 16000 Alger Gare

E-mail to: usembassyalgiers_app@state.gov

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